

Code: 0528
Administrative Service
Clerical, Accounting and General Office Group
Library Series

CLASS TITLE: **Director of Library - Programs and Exhibits**

CHARACTERISTICS OF THE CLASS: Under direction, the class directs programs and exhibits for the Chicago Public Library system; and performs related duties as required.

ESSENTIAL DUTIES: Plans and develops programs and services to meet the needs of library patrons including children, young adults and families; supervises staff and coordinates the scheduling, arrangement and production of various events; coordinates the selection and acquisition of books, special collections, exhibits and reference sources; develops criteria to identify and evaluate quality programs and exhibits and implements modifications to improve same; evaluates new programs and exhibits to determine whether they meet the needs of patrons; prepares annual operations and personnel budgets and monitors expenditures ensuring fiscal responsibility; participates in the interviewing and selection of candidates for library programs and exhibits; assesses staff training needs and develops and coordinates staff development through in-service training, seminars and conferences; analyzes reports on patron usage of programs and services and uses findings to plan programs and allocate resources; creates public information campaigns and materials to increase awareness and utilization of programs, collections and services; directs volunteer programs and staff.

RELATED DUTIES: Identifies funding sources and prepares grant applications to promote archival, special collection and exhibits; supervises and oversees the production of audio and video programming; represents the library at community and civic meetings and with area schools to promote library use and programs.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited American Library Association college or university with a Master's degree in Library Science supplemented by five years of progressively responsible professional library experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of library programs, collections and services for children. Considerable knowledge of reference development. Considerable knowledge of exhibit administration and management. Considerable knowledge of subject and

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reference resources.

Ability to direct and manage system-wide programs, services and collections. Ability to prepare and manage budgets. Ability to plan, supervise and review the work of others. Ability to develop networks and conduct outreach with other library professionals.

Considerable skill in developing and managing library programs and services. Considerable skill in organizing and maintaining archival collections. Considerable skill in planning and organizing exhibits. Good analytical skills. Good research skills. Excellent oral and written communication skills. Good human relations skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2004
City of Chicago
Department of Personnel